

~~ADMINISTRATIVE INTERNAL USE ONLY~~

Approved For Release 2001/04/05 : CIA-RDP83B00823R000800130052-9

MEMORANDUM FOR: Chief, Regulations Control Staff
SUBJECT : Proposed Employee Bulletin, "Safety
Hazard Awareness Films"

It is requested that your office arrange for the publication and distribution of the attached proposed Employee Bulletin concerning "Safety Hazard Awareness Films".

Charles W. Kane
Director of Security

Attachment

cc: EO-DD/A

Distribution:

Orig & 1 - Adse
1 - EO-DD/A
1 - D/Security
① - OS Registry
1 - PPB Chrono

STATINTL OS/PPB [REDACTED] :dlg
(4 September 1974)

OS 4 0680

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EMPLOYEE BULLETIN

No.

SAFETY HAZARD AWARENESS FILMS

1. The second six months of the Federal Government's Safety Program, "Safety '76", is devoted to Federal Safety Hazard Awareness. Targeted areas for emphasis during this segment of the "Safety '76" program include walking-working surfaces, machinery and equipment maintenance, office hazards, and housekeeping. Based on Agency records for CY 1973, the aforementioned areas of accident prevention are in urgent need of improvement and are also high on the Occupational Safety and Health Act list of most commonly violated safety standards. They represent a formidable challenge to accident prevention since they usually involve the element of unsafe conditions.

2. Safety awareness results when accident prevention is respected, promoted and included in every facet of training, supervision, and executive decision making. Agency employees are urged to become actively involved in preventing accidental injuries and illnesses.

3. To implement Agency participation in the Federal Safety Hazard Awareness segment of the "Safety '76" program, the Safety Branch has selected four safety films for viewing which emphasize the targeted safety topics. These films and a short briefing on the "Safety '76" program will be presented in theater room 1E-78, Headquarters, on Wednesday, 9 October 1974, at 1300 hours.

Subsequent showings are as follows:

<u>Date and Time</u>	<u>Location</u>
Wednesday, 16 October 1974 1300 hours	1E-78
Wednesday, 30 October 1974 1300 hours	1E-78
Wednesday, 6 November 1974 1300 hours	1E-78
Wednesday, 13 November 1974 1300 hours	1E-78

The films to be shown and their running time are as follows:

"File It Under Falls, Miss King"	(8 minutes)
"Guard Duty"	(8 minutes)
"You and Office Safety"	(8 minutes)
"Keep It Clean for Safety's Sake"	(11 minutes)

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SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

25X1A

Proposed Employee Bulletin, "Safety
Hazard Awareness Films"

OS REGISTRY

FROM:



Plans, Programs Branch

EXTENSION

5311

NO.

DATE

4 September 1974

FILE O+MILE

TO: (Officer designation, room number, and
building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALSCOMMENTS (Number each comment to show from whom
to whom. Draw a line across column after each comment.)

1.

C/PPB

5 Sept 74

2.

C/PP&AD

9/5

3.

DD/P&M

5 SEP 1974

5 SEP 1974

4.

DD/Security

6 SEP 1974

6 SEP 1974

5.

D/Security

6 SEP 1974

6 SEP 1974

6.

7.

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C/PPB

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*This bulletin has been
requested by PROS*

25X1A

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